

**St. Patrick School Board Meeting Notes
December 18, 2012**

Present: Bruce Beachnau, Tammy Bengel, Nikki Brown, Jennifer Davlin, Keelie Honsowitz, Jennifer Meredith, Mike Russman, Jill Scheurer, Sue VanLente, Nancy Wohlscheid, Randy Hodge

Mass was held in Church at 6 pm

I. Public Comment:

None

II. Approval of November Minutes:

November minutes were approved as written.

III. Parish Update (Deacon Don):

The Parish Council is currently meeting.

IV. Principal's Report (Principal Hodge)

Dave Faber, Diocesan Superintendent, told Mr. Hodge that St. Patrick School must use a third party for tuition collection which means we must use SMART or FACTS. The majority of the schools in the Diocese are using FACTS. Mr. Hodge will pursue this issue further in January. By choice, the senior class will have the locks on their lockers removed. The remaining high school students will have their locks removed over the summer break. High school students may bring in their own locks if they wish. Three high school students have amicably transferred since the beginning of the school year. Mr. Hodge reported that he has had no complaints regarding the switch of winter exams from January to the week before Christmas break.

V. Follow-Up Items

A. DK and Kindergarten Class Offering Discussion (Principal Hodge)

Carol Kahn, Amy Weems and Mr. Hodge have discussed the DK schedule and have decided that DK will not sustain half day and full day classes next year. The following year's class will not sustain the schedule due to low enrollment. Half day morning and half day afternoon classes will remain in effect. December 1st will be the last day a child can turn five years old and be enrolled in kindergarten. Children who are not five years old by December 1st will not be screened. February 1st will be the last day a child can turn five years old and be enrolled in developmental kindergarten. Children who are not five years old by February 1st will not be screened for DK.

B. Students Serving at Funerals DK (Principal Hodge and Deacon Don)

Tabled until Deacon Don returns.

C. School Response to Survey (Principal Hodge)

Since it is already Christmas break, the full 2012 survey results will not be distributed. Discussion followed regarding timeline of survey. It was agreed that the 2013 school survey will be distributed during the second week of April. An executive summary of the changes that have occurred in response to previous surveys would accompany the survey. School board members will review the questionnaire before it is distributed.

D. Survey on Bussing and School Time Schedule

Jen Davlin asked if any students have stopped using bussing due to tardiness. Mr. Hodge replied that he does not think anyone has stopped using the bussing for that reason this year. Mr. Hodge stated that the school still has approximately 20 students who are tardy every day due to bussing. Mr. Hodge has met with the superintendent and bus garage supervisor and it does not appear that anything will change next year regarding tardiness. Approximately 50 elementary and 20 middle school students use bussing. A transportation survey will be distributed to all school families. Information regarding the survey will be available through newsletters and the website. The survey will be mailed the week students return from Christmas break. A decision regarding the school schedule will be made by April. After more discussion, two more questions were added to the survey.

E. After School Pick-up

Due to traffic congestion during after school pick up, an alternative method using the 3 sides of the school for student pick-up was discussed as a potential option.

V. Sub-Committee Update of Goals and Members

A. Mission Effectiveness (Jen D. and Joyce)

No report.

B. Marketing and PR (Nikki and Sue)

The committee has been reviewing the website. The testimonial page is stale and the committee would like to bring it back. Discussion followed and it was agreed that the committee will come up with a creative writing prompt. Keelie asked if a discussion board could be used. Sue said yes, anyone who is a registered member can use the discussion board.

Nikki and Sue shared information about the diocesan marketing workshop. Enrollment goal for SPS is 12 new students per year. In the Grand Rapids Diocese, for every inquiry call regarding enrollment 50% will make an appointment, and of that number 50% will apply, and of that number 50% will enroll.

At the marketing workshop, Nikki and Sue received step-by-step workbooks telling them what to do with research and data collection. The information is laid out in a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats). There is a lot of work involved to reach enrollment goals. The workbook suggests that another management team involving other committees be formed. The "other" committees happen to be existing committees which compose the current school board. Nikki will e-mail the

marketing workbook online link to all school board members. Jen M. asked that we make it a priority to review the online link. Jen M. will inform the Pastoral Council. Keelie will target the functions and place them in the strategic plan.

The Diocese is reviewing a marketing “package” to buy which would be something SPS could use pieces of but would have to pay “X” dollars. Jen M. pointed out that the overall goal is improving enrollment. Mr. Hodge stated that we must try to become a regional school because baptisms are low. Other parishes pay \$1,000 per student with a 5% increase each school year. Mr. Hodge stated we need to reach out to places that do not have churches, such as Mulliken.

A variance is needed for our school banners, i.e., Catholic Schools Week, kindergarten enrollment, etc. Once a variance is received from the city of Portland, the variance stays with the sign(s) for life.

C. Policy (Jill and Bruce)

Bruce Beachnau and Pat Russman have drafted a 15-page athletic policy modeled after the St. Patrick handbook and the PW and Battle Creek St. Philip athletic policies. It is being fine tuned for committee review and then adoption by the school board.

D. Strategic Planning (Keelie and Mike)

The strategic planning committee is focusing on technology. They have focused on the past and in January will be focusing on the new. A couple of new members may be joining the committee for the technology portion.

E. Finance (Tammy and Nancy)

The parish-wide fundraising calendar is being developed. In January the committee will focus on the budget and will work with Mike Johnson. Support for public relations will be part of the budget. A new diocesan mandate goes into effect for the 2013-14 school year which says the parish cannot offer more than 35% support to the school.

F. Executive (Jen M.)

The executive committee worked on the school transportation survey and will be looking at new school board members for next year.

VI. New Agenda Items

- A.** Enrollment is over 360 students so the school board will apply for and put into the budget a new position for Assistant Principal, preferably a DK-12 Assistant Principal. Discussion followed. A position profile will be written by January 11, 2013.

VII. Review of Tasks and Action Items

- A.** Marketing
- B.** Position profile
- C.** Questionnaire/survey for end of year

D. Transportation survey response

Closing Prayer (Tammy Bengel)

Adjournment: School Board meeting adjourned at 8:30 pm

Next Meeting: Tuesday, January 29, 2013 @ 6pm

--Notes submitted by Nancy Wohlscheid